COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION   **CLASSIFIED**

PHOTO REDUCTION TECHNICIAN   **Class No. 003053**

■ **CLASSIFICATION PURPOSE**

To perform the more difficult and special microfilming, processing and duplication of maps and other documents; and to perform related work as required.

■ **DISTINGUISHING CHARACTERISTICS**

This is a journey level class. Incumbents are responsible for setting up cameras, maintaining quality control of films, mixing chemicals for microfilm processing, and perform standard microfilm auditing.

Photo Reduction Technician differs from Microfilm Operator in that the latter performs routine microfilming, assists in preparing material for microfilming and performs standard microfilm auditing.

■ **FUNCTIONS**

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1.   Operates 16 mm and 35 mm rotary and planetary cameras in the precision microfilming of maps and other documents.

2.   Tests documents for reflection and determines correct voltages to assure uniform density of film and reproduction qualities.

3.   Tests cameras to determine proper voltage and lighting balances to accommodate new film emulsions and programs.

4.   Maintains quality control of every reel of film produced by checking density and resolution, and auditing film on microfilm viewer to detect faulty film or equipment.

5.   Assists in locating and correcting sources of film damage.

6.   Measures and combines chemicals to prepare compound for testing amounts of residuals on developed film and certifies the film as meeting the archival standards.

7.   Verifies continuity of records.

8.   Splices and labels films.

9.   Sets up, cleans, maintains, and calibrates deep tank processors and silver roll-to-roll duplicators.

10. Controls speed, temperature and developing solutions in darkroom machines.

11. Develops films, mixes developing solutions with extreme care and accuracy including developer, and fixer for conventional processing.

12. Processes control strips to assure proper development of original microfilm operators in various phases of document filming and processing.

13. Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

– County customer service objectives and strategies.
– Planetary and rotary cameras.
– Micrographic standards and quality control.
– Mixing chemicals for microfilm processing and/or methylene blue film testing.
– Care of various microfilm equipment.
– Film duplication and camera set-up procedures.
– Microforms, image formats and illumination techniques.
– Principles of microfilm camera operations.
– Routine office procedures and filing systems.

Skills and Abilities to:

– Communicate effectively, orally and in writing.
– Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
– Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
– Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
– Exercise appropriate judgment in answering questions and releasing information.
– Analyze and project consequences of decisions and/or recommendations.
– Operate various microfilming equipment.
– Understand and carry out written and oral instructions accurately with minimum supervision.
– Organize darkroom work to meet production deadlines.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Completion of a micrographics technology class and at least two (2) years of experience working in a darkroom; OR,

2. Three (3) years experience performing the following: setting up cameras, calibrating deep tank processors and roll to roll duplicators, mixing chemicals, monitoring the darkroom environment, maintaining the equipment, and responsibility for processing, duplicating and ensuring quality control of films.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 30 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Exposure to extreme heat and periodic exposure to ammonia fumes. Exposure to sulfuric acid, which is corrosive to skin, eyes, clothing or machines.

<u>Probationary Period</u>

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: December 19, 1966
Reviewed: Spring 2003
Revised: November 9, 1998
Revised: March 31, 2006